

**STATE OF WISCONSIN**  
PUBLIC RECORDS BOARD

**TONY EVERS**  
GOVERNOR

**MATT BLESSING**  
BOARD CHAIR

**LINDA BARTH**  
EXECUTIVE SECRETARY



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Madison, WI 53705

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**Public Records Board**  
**March 25, 2019**  
**1:00 pm – 3:30 pm**  
**Legislative Audit Bureau**  
**Cattanach Training Room, 4th Floor**  
**22 East Mifflin Street**  
**Madison, WI 53703**

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1. Call to Order (Blessing)
2. Approval of November 19, 2018 Minutes \*
3. Comments from Chair (Blessing) – (1) Analysis of record transfers to State Archives from general record schedules (GRS); developing preface materials to improve the orderly transfer of records and (2) the need to develop a GRS for law enforcement.
4. Committee Reports
  - a. Records Management Committee (Ferguson) \*
    - i. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2019 Public Records Board (PRB) Record Series Index (link to be updated)
      - 120 RDAs from 9 state agencies
      - 56 RDAs from 3 counties and local governments
      - 37 RDAs from the University of Wisconsin
      - 91 RDAs from the General Records Schedules
    - b. Operations and Training Advisory Committee Report (Barth) – Linda Barth will provide an update on the Committee's projects.
      - i. Social Media Best Practices \*
      - ii. Transitioning Employees Guidance \*
5. Other Business:
  - a. Board 2018 Annual Letter \*
  - b. Annual Elections of Public Records Board Officers \*
  - c. Updated Website – preview of updated Board website \*

**6. Adjourn**

\* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.